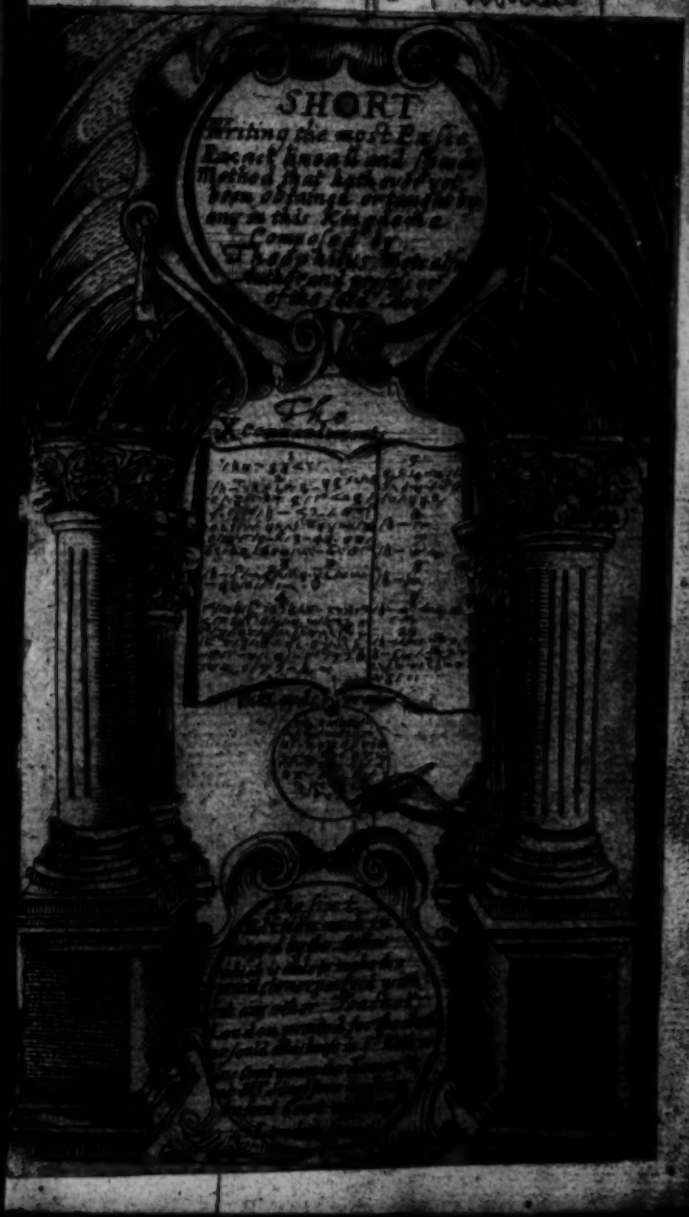
R. Metcalfe [illegible]



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Take y^e wh the Vesture

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To the Worshipfull, my assured loving Uncle, *Benjamin Taylor* Esquire.

Worthy Sir,

I Am not ignorant how poore an addition one drop of Water is to the vast Ocean, nor how meane a meanes these my labours are, to eternize your many favours, which, like the Sun in his Sphere, disperse your gracious Rayes to as many as know you, but especially to my selfe. To suppresse the remembrance of them I may not, that were great impiety: to expresse them as I should, I cannot, this is my weakenesse: to repay them it is impossible; but if I were able, I judge it not meet: good turnes done by noble spirits disdaine requitalls, the thought whereof they take as dishonourable: they give to become bountifull, poore men receive to be thankefull, and to remaine unpayable debters. Thus it is with me: I

have received much from you, I can repay nothing: the debt I acknowledge, it is honesty to confesse it, but the day of paiment I must put off till death, that's my poverty: yet in my upright meaning I would gladly leave a testimony thereof to posterity. I am bold therefore in witnesse hereof to send forth this little Book under your favour and protection, having beene five times already exposed to the publike view of the world, and accepted of the good; but so torne by the envious tongues of censorious Criticks, that I am forced this sixth time to array it in a new suit, hoping that in these dayes it will find the better entertainment for the newnesse of the fashion, being intended onely for utility.

Commend it I need not, for the experience of many hath done it already, but onely to your protection. For having found acceptance, it shall passe the better, and be received with more approbation, and I the Authour of its coming abroad, dedicating it and my selfe to your service, shall ever remaine

Your Worships most dutifull
Neghew to be commanded,

Theophilus Metcalfe.

To the Reader.

COurteous Reader, As it is the propertie of my profeſſed Art, to comprize many things within the Limits of a narrow circle, ſo I hold it a point of wiſdome, without Circumlocution or idle multiplication of words to expreſſe a mans intent and meaning. Solomons Proverbs are therefore ſweet, becauſe ſhort, and admired of all, becauſe under a little huske is conteined a large kernel: the Art and knowledge of man ariſeth by degrees, and many times, by reaſon of our ignorance of a more compendious method, we runne a great way about, & perhaps with much anxiety and trouble of minde we are at the laſt directed thither, by the bow, whither we might have gone by the ſtring: every day brings out ſome new invention or other, the bulke of every Art and ſcience increaſeth with the times, onely this art of *Radio-Stenography* is graſped within ſo ſmall a girdle,

and ſo ſuccinctly truſſed up, that upon the leaſt Diminution, which is ſcarce to be ſuppoſed, an Annihilation ſhould ſeeme to follow: there are many things which commend this Art, as that it hath attained its perfection, whereas other Arts expatiate, and extend themſelves, beyond all compaſſe of mans braine: againe, we muſt not ſuppoſe it to be ſome upſtart or new coyned Art, for it is as ancient as *Homer* himſelfe, whoſe *Iliades*, we read to be comprized in the ſhell of a nut: I dare ſay no more, leaſt I ſhould not ſeem to complie with my facultie; and therefore gentle Reader, all that I deſire, is to have your Approbation, after your probation, and cenſure after tryall. Thus hoping to enjoy both, I reſt, ready preſt, to afford you what furtherance I can,

Theophilus Metcalfe.

CHAP. I.

Of the excellent uſe of this availeable Art of Radio-Stenographie.

AS practice brings perfection, in all Arts, and Sciences, ſo being once perfect in this art, you ſhall with little uſe retaine the ſame ſtill in memory, during your life. Your memory ſhall be much helped, and preſerved, the paines of your moſt uſuall ſtudies greatly extenuated thereby. By the ſaid Art you may be able to take any Sermons or Speech being treatably ſpoken, word for word, as many hundred men, and women, in this City of London, which have learned onely by the booke can worthily manifeſt. It is uſefull for Ambaſſadors, Meſſengers, Travellers, for the ready, and ſpeedy deſcription of places, manners, cuſtomes, pollicies, and government of each Nation. It ſerveth for each other uſe, which I leave to thoſe who can better judge of the beſt, and moſt profitable uſes hereof.

Now conſidering what ſingular benefit you ſhall enjoy hereby, let me requeſt

you not to feare your owne imbecillity, or weakneſſe of your capacitie for the attaining of mature perfection, in this art, by this Booke alone, without any other teacher.

For firſt, the rules are few, pertinent, plaine, and eaſie, reaching the meaneſt capacitie.

Secondly you have examples, alſo ſuitable to every rule, ſo that there can be no miſtake.

Thirdly the rules of the Booke are pheed in order, as you muſt learne them.

Before you proceed any further, you may be pleaſed to obſerve that in this Art, you have the ſound of every word, rather then the true Orthography thereof, ſo that many times, letters, yea whole ſillables, may be left out of ſome words, yet ſufficient ſound remaining ſtill to expreſſe the ſame, examples you have hereof in the fourth Chapt. of this Booke.

CHAP. II.

Of the Alphabeticall Characters, which doth repreſent the Alphabet of our Engliſh Letters, and theſe muſt be got perfectly by heart, before you proceed any further.

The

The Letters of the Alphabet

A	ʌ	h	h	p	p	v	v
b	<	i	i	p	p	v	v
c	c	t	t	q	q	w	w
d	ɔ	k	k	r	r	x	x
e	e	l	l	ſ	ſ	y	y
f	L	m	m	ſ	ſ	z	z
g	y	n	n	t	t	&	&
h	o	o	o				

Double Letters to begin wordes

bl	bl	fl	fl	pl	pl	ſm	ſm
br	br	fr	fr	pr	pr	ſn	ſn
cl	cl	gl	gl	ſh	ſh	ſp	ſp
cr	cr	gr	gr	ſk	ſk	st	st
dr	dr	kn	kn	ſl	ſl	str	str
dw	dw					sw	sw

Double Letters to end wordes

ld	ld	lt	lt	nſ	nſ	rn	rn
lk	lk	mp	mp	nt	nt	ry	ry
lm	lm	mpl	mpl	rd	rd	rs	rs
ln	ln	nd	nd	rk	rk	rt	rt
lp	lp	ng	ng	rl	rl	st	st
ls	ls	nk	nk	rm	rm	tr	tr

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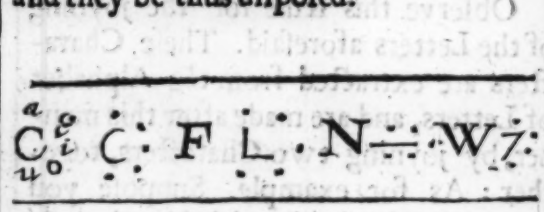
There are two characters for *h*, two for *i*, two for *p*, two for *s*, two for *v*, The first *h*, alwaies, begins words, the first *i*, being *I*, the Consonant, alwaies begins words; the first *s*, usually begins words; and the first *v*, being *v*, the Consonant for the most part begins words.

Observe this Rule for the joyning of the Letters aforesaid. These Characters are extracted from the Alphabet of Letters, and are made after this manner, by joyning two Characters, together: As for example. Suppose you have a word to begin with *bl*, to include these two Characters in one, you must doe it thus, first write down your character *b*, thus (◡) then from thence where you tooke of your pen, Ioyne the character *l*, which is the next letter, thus, (◡◟) and so you have a Character for *bl*, and so after the same manner you are to make from the Alphabet all other characters, by uniting together briefly those, that are for the beginning and ending of words.

CHAP. III

SHeweth the places of certaine vowells, in this Art, where you must onely use five places for the vowels, according to the number of them, and they be thus disposed.



By these examples you may see that *a*. is above: *e*, is the equall top: *i*, is in the middle: *o*, is the equall foot: *u*, is underneath your letter, and so place them about all the rest of your letters, as you see the examples, above written.

CHAP. IIII.

SHeweth the use of the vowels, thus placed, first if any of these five vowels, begin a word, the very letter of the vowell must be expressed, as in these words following.

a		*e*		*i*		*o*		*u*	
⌐	*am*	⌐	*ek*	⌐	*ile*	⌐	*on*	⌐	*urge*
⌐	*at*	⌐	*eye*	⌐	*ire*	⌐	*or*	⌐	*utter*

Secondly; when a vowell cometh in the midle of word then remember that you place the next letter, that cometh after it in the place of the former vowell, as for example; to write *backe*, first set downe your *b*, thus (⌐) now the next letter after *b*, is your vowell *a*, now, note, that the place of *a*, is just over the letter, *b*, and in that place write your letter following, which is *k*, thus (⌐) *backe*. To write, *bait*, first make your *b*, thus (⌐) now the next letter, after *b*, is the vowell *a*, now the place of *a*, is the top of the Character, *b*, and in that place, write the letter following, which is *t*, thus, (⌐) *bait*. To this end observe your examples following.

The Table

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	aroſe		joyne		ſaith
	availe		juſt		ſeale
	avoide		keyes		ſeeke
	booke		kiſſe		ſight
	bought		laſt		ſoule
	came		leaſt		ſought
	cauſe		looſe		taſt
	caught		moone		taught
	ceaſe		narrow		toile
	dayes		nature		tooke
	deafe		neighbour		vaile
	eaſe		night		vine
	eaſt		noiſe		voice
	exceed		omit		vowes
	faile		owne		waite
	faſt		paid		wayes
	feaſt		paſſe		weake
	fight		paſt		well
	hate		race		were
	heale		raiſe		wombe
	heed		reſt		yoke
	houſe		ruſt		your
	jeeres		ſaid		youth

Thirdly when a double consonant begins a word then let the vowell be placed about the last letter as for example to write (blame) set your double letter downe thus (<) and then your vowell being (a) write (m) in the place of it thus (<) to write blacke set downe your (bl) thus (<) and then your vowell being (a) write (k) in the place of it thus (<) to this end observe these examples following

[illegible]	blood	[illegible]	knees	[illegible]	spake
[illegible]	blot	[illegible]	please	[illegible]	sparrow
[illegible]	bright	[illegible]	plucke	[illegible]	spouse
[illegible]	brought	[illegible]	praise	[illegible]	spoile
[illegible]	cleare	[illegible]	prayer	[illegible]	spread
[illegible]	cloth	[illegible]	pride	[illegible]	steale
[illegible]	crowne	[illegible]	Shaddow	[illegible]	still
[illegible]	draught	[illegible]	shame	[illegible]	stocke
[illegible]	flame	[illegible]	slaine	[illegible]	store
[illegible]	stocke	[illegible]	schoole	[illegible]	straite
[illegible]	fraud	[illegible]	skin	[illegible]	swallow
[illegible]	fright	[illegible]	small	[illegible]	sweet
[illegible]	glass	[illegible]	smell	[illegible]	tread
[illegible]	greife	[illegible]	snare	[illegible]	trees

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowells place that most sounds the word as for example to write build sett your single letter (b) downe thus (<) then your vowell being (i) write (ld) in the place of (i) thus (<) to write (feild) set downe your (f) thus (<) then write (ld) in the place of (e) thus (<) feild to this end observe the examples following

	balme		hurt		silke
	better		yearle		songe
	bond		point		storme
	built		scorne		
	could		short		towne
	faint				water

Fiftly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (—) then put a pricke in the place of (i) thus (—·) (by) to write blow set downe your double letter (bl) thus (—) then put a period in the place of (o) thus (—·) (blow) to this end observe the examples following

	few		to		plough
	free		way		pray
	high		woe		shee
	jaw		clay		shew
	jew		cry		skie
	joy		draw		slay
	key		dry		snow
	nigh		fly		spue
	noe		free		stay
	now		guay		straw
	spy		grow		true
	see		knee		try
	soe		know		

Sixtly observe that sometymes sillables may be left out of some wordes, yet suffitient sound remaining still to express the same, as for example

ʃ	daughter	ʃ	laughter	ʃ	slaughter

Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

⊙	comparison	⊙	poison	⊙	season
⊙	lesson	⊙	prison	⊙	treason
⊙	person	⊙	reason	⊙	venison

Eightly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

⊏	bones	⊐	eyes	⊐	nurse
⊐	debts	⊐	frogs	⊐	rites
⊐	else	⊐	goats	⊐	tares

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examples and the like/

⊐	arrayed	⊐	ioyned	⊐	robbed
⊐	bowed	⊐	neighed	⊐	vewed
⊐	clouted	⊐	noised	⊐	vsed

Tenthly observe that if two vowells come together in a word and both of them of nesessity must be exprest then express them thus as in these examples

⊏	fewell	⊐	jewell	⊐	poet
⊏	fewer	⊐	lower	⊐	riot
⊐	hewer	⊐	lyon	⊐	vowell

Eleventhly note that when a word ends with (ifie) put a period in the place of (i) as in these examples

damnifie		iuſtifie		rectifie	
edifie		magnifie		terrifie	
fortifie		pacifie		vilifie	

Twelfly note that when a word endes with (tive) then put a period in the (i) place of (t) thus (ṭ) as in these examples

active		captiue		native	
affirmative		motive		primitive	

Thirteenth to acquaint you with this rule concerning (qu) you ſhall vnderſtand they are never diſioyned but evermore lincked together as you may ſee in these exſamples following (quaile) (qualitie) (quiene) (queſtion) (quitkeri)

Fourteenth note that when a word endes with (eſt) (remember) that you write (ſt) in the place of (e) as in these examples

fitteſt		meeteſt		reedeſt	
meaneſt		mockeſt		weepeſt	

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Prepositions to begin long wordes are these

	ab		crosse		pro
	ob		de		pub
	ac		diss		pur
	ad		fall		re
	af		full		satis
	afflict		im		sanct
	all		in		sor
	an		liber		sub
	ap		mer		suffice
	vp		mess		sup
	as		miss		tempt
	be		more		test
	ch		par		th
	circum		per		thr
	com		part		trance
	con		pract		vn
	count		pre		wh
	cor				wr

Terminations for ending long wordes are these

	able		ject		soever
	ance		jng		sonn
	ence		lye		struct
	ant		ment		strue
	ent		nesse		tie
	cation		ous		together
	dure		serue		vert
	eth		sion		ver
	ference				
	fullnesse				

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CHAP. V.

Of the Prepoſitions and Terminations for long Words.

THeſe Prepoſitions and Terminations muſt be perfectly gotten by heart, having but ſmall dependance on the Letters of the Alphabet, being of much uſe in the writing of all long words, each of them ſtanding for a ſyllable, and ſome for more.

CHAP. VI.

SHeweth how to diſtinguiſh Characters that have ſome reſemblance with others: and here obſerve both in the Prepoſitions and Terminations, you ſhall finde ſometimes, that one and the ſame Character may ſtand for two things. As for Example.

There

There is the ſame Character for

be		*beleeve.*
coll		*call.*
cor		*care.*
ch		*child.*
croſſ		*Chriſt.*
con	And	*concerne.*
de		*deliver.*
dure		*drinke.*
eth		*hath.*
ence		*hence.*
re		*our.*
pro	And	*proverb.*
ſanct		*ſaint.*
ſor		*ſure.*
th		*that.*
thr		*there.*
tie		*the.*
ing	And	*thing.*
un		*unto.*
ant		*want.*
ent		*went.*
wr		*Where.*
wh		*Which.*

T

S

All

All which may with facility be diſtinguiſhed thus. When any of theſe ſtandeth alone by themſelves, they are for whole words, but when they are joyned with any other letter, they are but a part, as for example, this prepoſition *be*, when it ſtandeth alone is, *beleeve*: ſo the Prepoſition, *coll*, when it ſtandeth alone is, *call*, and ſo of the reſt: all which is no hinderance, but rather a help unto memory: for by remembring the one, the other cannot be forgotten.

CHAP. VII.

Of directions for the joyning of words, which are to be drawne out of the former Prepoſitions, and Terminations, obſerve theſe foure Rules.

FIrſt ſet downe your Prepoſition which begins the word, then if one Letter, or more, come next after, joyne that Letter or Letters where you tooke off your pen from your former Prepoſition, without removing your pen: then write your Letter or Letters following in the place of that Vowell that moſt ſounds the word. As for example.

First write your preposition for *ab*, thus (⊤) the next Letters following, being *ſt*, muſt be joyned to *ab*, thus (⊤) aud then in the Vowels place, which is *a*, write *n*, thus (⊤-) *abſtain.*

To write *affirme*, firſt ſet down your prepoſition for *aff*, thus (⌐) then place your double letter *rm*, in the *i*, place of *aff*, thus (⌐) *affirme.*

Secondly, when your prepoſition doth begin the words, and end the words, then alwaies joyne them together: as for example, to write *account*, ſet downe your prepoſition *ac*, thus (⊤) then where you are to take off your pen from *ac*, joyne *count*, thus (⊤) without removing the pen. To write *appeare*, ſet down your prepoſition *ap*, thus (⊤) then where you are to take off your pen from *ap*, joyne your prepoſition *per*, thus (⊤) without removing your pen.

Thirdly, ſometimes you have a prepoſition to begin a word, and a termination to end that word: as for example, to write *preſerve*, firſt ſet downe your prepoſition *pre*, thus (∠) when there is no vowell betweene the prepoſition and termination, then obſerve it as a generall

nerall Rule, that you alwayes joyne them together, without removing your pen, thus ( ) *preſerve.*

To write *preſent*, ſet downe your prepoſition *pre*, thus ( ) then where you were to take off your pen, joyne your termination *ſent*, thus ( )

Fourthly, if a prepoſition or termination begin a word, and there be neither to end it, then it muſt be ended with the Letters of the Alphabet: as for example, to write *abſolve*, ſet down your *ab*, thus ( ) then joyne *ſ*, to *ab*, thus, ( ) then your vowell being *o*, write *l*, in the place of it thus ( )

To write *admit*, firſt ſet downe your *ad*, thus ( ) then joyn your *m*, to *ad*, thus ( ) then your vowell being *i*, write *t*, in the place of it, thus ( )

To write *affright*, firſt ſet downe your *aff*, thus ( ) then joyne your *r*, to your *aff*, thus ( ) then in the place of your *r*, write *t*, thus ( ) So that by obſerving theſe Rules exactly, if you had no other Examples, you might be able to make any word which may be drawn or made out of the aforeſaid prepoſitions and terminations, yet for your more eaſie and ſpeedy attaining to it, I have

have drawne out the Table of Examples following, and have exactly charactered them to your hands; which is the onely way (as I judge) to make you ready in them.

The Table

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	abate		ascend		continue
	abhore		ascent		contrite
	abide		assemble		correct
	abound		assist		corrupt
	about		assure		crue
	absent		astray		defend
	abuse		become		deny
	object		before		designe
	obtaine		besought		desart
	accesse		bestow		desire
	accuse		betray		desolate
	accord		chaff		dessyse
	address		chamber		determine
	admire		cheese		devoure
	advise		chuse		devise
	afford		comfort		disciple
	affraid		communicate		dispaire
	after		commande		discerne
	alienate		commenda		disdaine
	allowe		commen		disease
	allure		communion		dishonor
	allmighty		commit		disobay
	alter		company		dispose
	anker		compare		dispute
	anoint		compasse		dissolve
	antient		complaine		divide
	apparent		compleat		follow
	appease		comprehend		image
	appertaine		condemne		immoderate
	applie		consist		incline
	appoint		conspire		incourage
	apprehend		consult		indeed

.i.	induce	.p.	presume	.t.	these
.i.	instruct	.p.	prevaile	.t.	then
.i.	intreate	.p.	prevent	.t.	they
.v.	invite	.p.	procure	.t.	this
.e.	mercie	.r.	redeeme	.t.	those
.c.	mercie	.r.	refuse	.t.	though
.c.	miracle	.r.	release	.t.	thou
.m.	morrover	.r.	remaine	.t.	thousand
.m.	morrow	.r.	remit	.t.	thought
.m.	morsell	.r.	repose	.t.	thrust
.m.	mortall	.r.	resist	.v.	vnrighteous
.m.	mourne	.r.	resolve	.v.	vnworthy
.m.	message	.r.	restore	.w.	wheate
.m.	misery	.r.	restraine	.w.	when
.p.	pardon	.r.	retaine	.w.	wherfore
.p.	perseuere	.s.	suppor	.w.	while
.p.	pertake	.s.	suppose	.w.	who
.p.	preach	.s.	supreame	.w.	whom
.p.	pretious	.s.	sorrow	.w.	whole
.p.	predestinate	.s.	subiect	.w.	wherefome
.p.	prepare	.s.	sublime	.w.	why

Theis examples of wordes, which I have collected out of the former prepositions they need not to be learned by hart as many hundreds in this Citty whom I have taught from theire owne experience can worthily manifest.

Chap: 8

Sheweth that you have sometymes those which I call preposítions to end wordes as well as to begin wordes, and terminations to begin aswell as to end as example in these.

	abilitie		falsly		speech
	branch		much		such
	breath		naturall		treasure
	curefull		pleasure		vertue
	durance		quench		vsefull
	durable		search		watch

Chap: 9

Likewise if you ad your terminations to your former preposítions you may make any word that is to bee made out of them, but now some may say vnto me, how shall I doe it, I answere you may doe it by your former examples, yet for your better satisfaction herein I will insteance in some few examples out of each of them so that by them you may bee able to make any word that possible may be drawne out from them. examples followes

	favourable		reioct		consolation
	allowance		chambring		however
	aliant		commonly		altogether
	fornication		impediment		authoritie
	sanctification		businesse		adversitie
	assendeth		jealous		savour
	carefullnesse		superstition		perfect

Chap. X

Of Abreviations of some of the examples of the former Tables. /

Although these may be writ by the former rules, yet for the benffitt of those which I have formerly learned this Art unto I thought good to abreviate these few examples which follow in regard of the usefullness of them, being often and frequent in use in every serm on. /

[illegible]	abreviate	[illegible]	circumstance	[illegible]	proceed
[illegible]	accord	[illegible]	contrary	[illegible]	profaine
[illegible]	acquaint	[illegible]	deceive	[illegible]	professe
[illegible]	advance	[illegible]	declare	[illegible]	profitt
[illegible]	advantage	[illegible]	distresse	[illegible]	prophet
[illegible]	advocate	[illegible]	distribute	[illegible]	prouide
[illegible]	afterward	[illegible]	fulfill	[illegible]	provision
[illegible]	alsoe	[illegible]	infinite	[illegible]	provoke
[illegible]	alwayes	[illegible]	inward	[illegible]	propose
[illegible]	alwaye	[illegible]	obedience	[illegible]	prosecute
[illegible]	angell	[illegible]	obedient	[illegible]	protect
[illegible]	ascribe	[illegible]	peradventure	[illegible]	protection
[illegible]	behold	[illegible]	perceive	[illegible]	propound
[illegible]	behold	[illegible]	perfect	[illegible]	promise
[illegible]	beloued	[illegible]	particular	[illegible]	pronounce
[illegible]	children	[illegible]	prescribe	[illegible]	prophecie
[illegible]	circumsise	[illegible]	prerogative	[illegible]	prodegall
[illegible]	circumspect	[illegible]	profound	[illegible]	reprobate

Chapter the XI

Of the vsuall hard names in scripture which are frequent and vsefull in everie sermon they being exactly made by rule doe not much charge memory

	Aaron		Iesse		Nebuchadnezar
	Abell		Iethro		Noah
	Ahithophel		Iazebell		Obededom
	Abner		Ioseph		Onesimus
	Abraham		Iossiah		Paul
	Absolon		Isaack		Pharaoh
	Adam		Iudas		Pilat
	Beniamin		Korah		Prascilla
	Booze		Leah		Rachell
	David		Lidda		Rahab
	Doog		Martha		Rebeckah
	Elizabeth		Mary		Reuben
	Elias		Messiah		Sampson
	Ephraim		Merriam		Sanballat
	Esau		moab		Sarah
	Goliah		mordecai		Savl
	Hagar		Moses		Shem
	Hamon		Naaman		Solomon
	Hezekiah		Naboth		Thamar
	Iacob		Nathan		Thomas
	Iehovah		Nathaniell		Vriah

Chap. XII of the Names of the Bookes of the Old and New Testament

	Genesis		Isaiah		Luke
	Exodus		Jeremiah		John
	Leviticus		Lamentations		Acts
	Numbers		Ezekell		Romans
	Duteronomi		Daniell		Corinthians
	Joshua		Hosea		Galathians
	Judges		Joel		Ephesians
	Ruth		Amos		Philippians
	Samuell		Obadiah		Colossians
	Kings		Jonah		Thessalonians
	Chronicles		Michah		Timothevs
	Ezra		Nahum		Titus
	Nehemiah		Habukuk		Philemon
	Esther		Zephaniah		Hebrewes
	Job		Haggi		James
	Psalme		Zachariah		Peter
	Proverbes		Mathew		Jude
	Edesiastes		Marke		Revelations

The characters for these bookes they are all of them drawne from the letters of the Alphabet and therefore little change to memory

BRITISH
21 MR 72
MUSEUM

Chapt: xiii
of the vse of points

first for the Interogative point vse this (?)
2ly for your parenthesis vse this point ( ))
3ly for the end of a perfect sentence vse this point (:)
4ly when you writ out any chapter at the end of euery verse vse this point (...)
5ly for the phraise (and soe forth) which is often in vse make this point (&c)

Chap: xiiii
Of the Table of Wordes

Now having sufficiently furnished you with long and short wordes whereby you may be enabled by your owne practise to write any sermon or speech being treatably spoken, word for word. / Yet for your better Augmentation and perfection of your knowledge I have here sett downe an index or Table of wordes of sort, not one of them differing from the Alphabet but each one of them very vsefull and frequent in everie sentence and for the most part without removeing penn from the paper as doth plainely appeare by the ensueing Table

BRITISH
21 MR 92
MUSEUM

The Art of Short writing

Chap: xv

of joyning 3 or 4 words in one, and all of them according to the Alphabet of letters examples follow

as it is		but it is		it is said	
as it were		for it is		it is christ	
as it is said		for christ sake		lord jesus christ	
as it was		it is. so		that it is	
but now because		is it not.		that it was	

Chap: xvi: of the Abreviation of sentences

To that end nothing may be left out that may be advantagious to those in this expeditious art I have discribed unto these certaine infallible sentences, wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other, the characters there of being Answerable to the Alphabett of letters, see that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (the anger of god) (write anger god) thus (⌒) (for the benefitts of god) write (benefitts god) thus (⌒) (for the blood of christ) write (blood christ) thus (⌒) and see in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make marks for them as doth plainly appeare by the ensuing examples

BRITISH
21 MR 72
MUSEUM

Many more of the like natuer might be added but these I judge sufficient to direct the Ingenious practicioner

c4	the cavse of god	c+	the office of christ
+c	the cavse of christ	l4	the peace of god
n4	the church of god	l	the people of god
44	the glory of god	l	the people of christ
4+	the glory of christ	o4	the power of god
44	the grace of god	r+	the raigne of christ
44	the gift of god	n4	the righteusnes of god
04	the hovse of god	s4	the spirit of god
4	the joyes of heaven	s+	the spirit of christ
24	the kingdom of grace	74	the wayes of god
24	the kingdom of glory	7+	the wayes of christ
24	the kingdom of god	w4	the will of god
2+	the kingdom of christ	w+	the will of christ
24	the kingdom of heaven	z4	the wisdom of christ
2	the kingdom of sathan	24	the word of god
s4	the life of grace	2+	the word of faith
s+	the life of faith	24	the worke of god
s+	the life of christ	r4	the worke of grace
44	the name of god	04	the wrath of god

The Table

A

Abominable
Aboundance
Aboundant
Acknowledge
Acquite
Admonish
Adultery
Againe
Alreadie
Although
Ambassadour
Among
And
Anger
Another
Apostle
Approve
Author
Away
Awake

B

Babes
Baptisme
Beautifie
Because
Begin
Benifitt
Besides
Beseech
Betwixt
Blasphéme
Blest
Blesse
Both
Bread
Bretheren
Brother
But
Buckler

C

Can
Cannot
Catholicke
Charge
Church
Conquerer
Conclude
Congregation
Conscience
Conversation
Confidence
Confound
Confirme
Continue
Consider
Create
Creature
Covenant

D

Danger
Deeye
Demonstrate
Denominate
Devill
Dignitie
Dilligent
Discribe
Distinguish
Doctrine
Doth
Duty
Dwell

E

Earth
Effect
Egipt
Elect
Epistle
Equitie
Establish
Evangelicall
Even
Every
Evermore
Everlasting
Evill
Example
Except
Excell
Exclude
Exercise

Exempt
Experience
Expresse
Expect
Extreame
Extinguish
Extortioner

F

Faith
Felicity
Followship
First
Flesh
Folke
For
Forth
Foundation
Freind
Fruite
Frustrate
Furtherance
Furthermore

G

Gather
Gave
Generall
Generat
Generation
Give
Glory
God
Godlinesse
Godhead
Good
Gospell
Grace
Guift
Guilt

H

Habit
Hallowed
Have
Hee
Heaven
Heart
Help
Heretofore
Heretick
Him
Hipocrite
His
Holy
Holyness
Holyghost
Honour
Hospitallity
How
Humble
Husband.

I

Idlenesse
Idolatry
Jerusalem
Jesus
If
Ignorant
Illustrate
Impietie
Iniquitie
Integritie
Is
Israell
It
Judge

K

Keepe
Kind
Kindnesse
Kindle
King
Kingly
Kingdome
Knowne

L

Labour
Lament
Law

The Table

	Leafe		Neverthelesse		purpose
	Learne		Not		put
	Lett		Nothing		**Q**
	Life		Notwithstanding		
	Light		**O**		qualitie
	Live				quantitie
	Long		Of		quarter
	Lord		Ostentymes		question
	Love		Oh		quiet
	M		Omnipotent		quick
			Open		**R**
	Maiestie		Opportunitie		
	Maiestrate		Order		reconcile
	Man		Ordinary		receive
	Many		Ordinance		refresh
	Manytymes		Originall		regard
	Manyfold		Otherwise		reioyce
	Manyfest		Over		religion
	Mediatour		Outward		remember
	Meditate		**P**		remnant
	Might				repent
	Minister		patience		resurection
	Most		peculiar		returne
	Mother		peaple		revenge
	Multiplie		persecute		reveale
	Multitude		perswade		reward
	N		place		righteousness
			posteritie		**S**
	Name		power		
	Necessary		priviledge		sacrifice
	Necessity		principall		salvation
	Neglect		principle		satan
	Neither		publique		saviour

The Table

scorner
scribe
scripture
selfe
selfelove
severall
shall
shopheard
should
similitude
sin
sometyme
spectall
spirit
stand
strength
strong
succour
support
sword

T

tabernacle
tempt
thanke
thinke
them
themselves
thus
tyme
torment
toward
trouble
trust
truth
turne

V

vanish
verse
victory
vnderstand
vnderstanding
voice
vouchsafe
vpon
vs

W

walke
wander
wonder
was
wise
well
will
what
when
wicked
wisdome
with
worke
word
world
worship
would
zeale